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Data Processing for the Upward Bound Program

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DATA PROCESSING

FOR THE

UPWARD BOUND PROCEAM

In Fulfillment of the

Course Requirements

in

Honors Special Study

Mr. Bill Allen

By Janet Ann Henderson OBU Box 90 December 14, 1973 The Upward Bound Program at Ouachita began in 1966 and since then until the present date the only source of information about an Upward Bound participant was his file folder. Working with Dr. Charles Chambliss, Mr. John Small and Mr. Bill Allen, I worked to put Upward Bound on Data Processing. This process entailed (1) deciding on the information that would be recorded on the data cards (2) deciding on the placement of the information on the card (3) setting up a code sheet for the information (4) designing a form containing the coded information which would be used by the keypunch operator to punch the data cards (5) going to the Upward Bound folder and gathering the information needed (6) coding the forms (7) keypunching the data cards and (8) getting a computer printout of the information contained in the new Upward Bound data file.

THE INFORMATION CONTAINED ON THE DATA CARD

The birthdate of the student and the date he entered the Upward Bound Program. This information is useful in determining the student's age and the number of years he has been in the Upward Bound Program.

Religion, race, sex, and Social Security Number are useful for identification of the student. Home language is recorded on file as the student may speak more than one language.

Recruitment source is used by the Program Director to see if enrollment in Upward Bound was a result of student inquiry, high school recommendation or Job Corps. etc.

High School Size and Code gives the student's high school and the size of the student body from which he came.

GPA entering and leaving Upward Bound_Grade point agerages (based on a 4,000 grading scale) reflect on the progress the student made while in the Upward Bound Program.

Reading level entering and leaving Upward Bound_Most students are given a standard reading test upon entering the program and the again upon leaving the program. The scores are ranked on a percentile basis which is then in turn converted to a grade level. This helps to show the student's reading progress.

Family Structure shows the makeup of parentage or guardianship of the student's home.

Family size gives the number of children and adults in the home.

Income Eligibility_Ranking of the student according to the family income and size of the family. This information is confidential and is coded by the Program Director.

Financial Aid Refers to aid given the students now attending a postsecondary school. Most of the records of financial assistance are on students who are or have attended OBU.

Course of study Refers to the area of study the student is now in, whether it be in college or work.

Hours of College Work_ If the Upward Bound Student is now attending Ouachita a record of his total college hours can be found in the Registrar's Office. A list of former Upward Bound students who are currently attending Ouachita is being supplied and will be updated each semester by the Upward Bound Office.

County When recruitment officers are going to different counties, this information would help to show which counties have shown the largest response to the program.

Circumstance for Leaving the Program Gives the reason for the student leaving the Upward Bound Program.

| Birthday | Dote Ent. u.B | Name | Ruce | \$2.5. # \$2.5. \$2. \$2. \$2. \$2. \$2. \$2. \$2. \$2. \$2. \$2 | H.S SIZE H.S Code C.P.A. Ent. U.B C.P.A. Read. Lev. Ent. Read. Lev. Leaving Religion | Parish Street of |
|-----------|---------------------|---|-------------------------------------|---|--|--|
| 00000 | 00000 | 000000000 | 00000000000000 | 0000000000000 | | 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 |
| 1 2 3 4 5 | 6 7 8 9 1 | 0 11 12 13 14 15 16 17 18 19 | 20 21 22 23 24 25 26 27 28 29 30 31 | 32 33 34 35 36 37 38 39 40 41 42 43 | 4 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 6 | 4 85 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 |
| 1111 | 11111 | 1111111111 | 111111111111 | 111111111111 | 1 | |
| 22222 | 2 2 2 2 2 2 | 222222222 | 2 2 2 2 2 2 2 2 2 2 2 2 2 2 | 2 | 2 | 2 |
| 3 3 3 3 3 | 3 3 3 3 3 | 3 3 3 3 3 3 3 3 3 | 3 3 3 3 3 3 3 3 3 3 3 | 3 3 3 3 3 3 3 3 3 3 3 | 3 | 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 |
| 4 4 4 4 4 | 4 4 4 4 4 | 44444444 | 4 4 4 4 4 4 4 4 4 4 | 4 4 4 4 4 4 4 4 4 4 4 | 4 | 4 4 4 4 4 4 4 4 4 4 4 4 4 4 |
| 55555 | 5 5 5 5 5 | 5 5 5 5 5 5 5 5 5 | 5 5 5 5 5 5 5 5 5 5 5 5 | 5 5 5 5 5 5 5 5 5 5 5 5 | 5 | 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 |
| 66666 | 6 6 6 6 6 | 66666666 | 66666666666 | 6666666666 | 6 | 6 6 6 6 6 6 6 6 6 6 6 6 6 |
| 77777 | 7777 | 77777777 | 777777777777 | 7 | , , , , , , , , , , , , , , , , , , , | 177777777777777777777777777777777777777 |
| - 88881 | 88888 | 888888888888888888888888888888888888888 | 8 8 8 8 8 8 8 8 8 8 | 8 8 8 8 8 8 8 8 8 8 | 888888888888888888888888888888888888888 | 888888888888888888888888888888888888888 |
| 9988 | 1 5 5 5 9 5 | 998989999 | | | 999999999999999999 | |
| 1 2 3 4 : | 1 8 9 1 | 10 11 12 13 14 15 16 17 16 15 1 | 26 21 22 23 24 25 26 27 29 29 30 31 | 33 34 35 36 37 38 39 40 41 42 43 | 4 46 47 48 49 50 51 12 53 54 55 56 57 55 59 60 61 62 63 6 | 4 63 64 67 08 69 70 71 12 73 74 73 76 77 78 79 80 |

(4) The form containing the information coded will be filled out by the Upward Bound Office and then sent to Data Processing to be keyounched onto the data card. The revised form will be used from the current date by the U.B. Office. These forms will be returned to the office and kept on file for reference in case of question about the source of the coded information. These same forms will be used as a source of periodic updates to be done by Upward Bound. As more information is gained it will be coded on a form and sent to Data Processing so that the file card may be updated. After the cards have been updated the form will be stamped with the current date and returned to the Upward Bound Office to be kept on file for future reference.

A copy of this form follows on the next page.

UPWARD BOUND DATA FORM

| | Date |
|-----------------------------|------|
| Name | |
| Birthday 1-6 | |
| Ent. U.B. 7-10 | |
| Race 31 | |
| Sex 32 | |
| Language 33 | |
| Recruitment Source 34 | |
| Social Security # 35-44 | |
| High School Size 45 | |
| High School Code 46-48 | |
| GPA Entering U.B. 49452 | |
| GPA Leaving U.B. 53-56 | |
| Reading Level Ent. 57-59 | |
| Reading Level Leaving 60-62 | |
| Religion 63 | |
| Family Structure 64 | |
| Family Size 65-66 | |
| Income Eligibility 67 | |
| Financial Aid 68 | |
| Course of Study 69-70 | • |
| Education Level 71 | |
| Hours of College Work 72-75 | |
| County 76-77 | |
| Circumstance-leaving 78-79 | |

- (5) All of the information needed to fill out the data form was usually gained from the student's application form in the Upward Bound office with the exception of the Reading Test scores (which were found on the test booklet in the file folder) and the total college hours which were pulled from the student's transcript.
- (6) From the information received the forms were then coded and keypunched.
- (7) A drum card for the keypunch was made to designate the different fields on the data card. This program enables the keypunch operator to skip the blank fields (ones for which no information was received) and also designates the fields as either alpha or numeric.

The symbols used are: numeric field_blank in the first column and & in the remainder of the field; alpha field_l in the first column and A in the remainder of the field.

To skip_skip x (-) or dash is used with & in the remainder of the field.

Beginning with Program Year 1968, information was punched on each Upward Bound student and put on file in Data Processing.

A list of all of these students was run on the computer and will be kept on file in the Upward Bound office.

0327540671ALEXANDER KAREN L 1211043104392823571190 098091 50220153 4906

Information can be gained from these cards by sorting these cards on the card column the information is found in and then running a computer list of the sorted cards us ing the program 120 Card List. These cards will be kept in alphabetical order (as the file folders are by entrance date). A list of new students will be given to Data Processing in September of each year so that the file will be kept up to date. The file will be treated as a Master file. No cards will be thrown away unless otherwise directed by the Upward Bound Director. This file is not to be used by students because it contains confidential information.

CODE SHEETS

Race

- 1. White
- 2. Black
- 3. American Indian
- 4. Oriental
- 5. Other

Sex

- l. Male
- 2. Female

Home Language

- 1. English only
- 2. English plus others
- 3. Language other than English

Recruitment Source

- 1. High School Recommendation
- 2. Other Upward Bound Project
- 3. Job Corps
- 4. Other Federal Agency
- 5. Other Social Agency
- 6. Religious Organization
- 7. Student's or Parent's Inquiry
- 8. Friends or Neighbors
- 9. Other

Size of High School

- 1. Under 100
- 2. 100-299
- 3. 300-499
- 4. 500-999 5. 1,000-1,499
- 1,5000-

Religion

- 1. Baptist
- 2. Methodist
- 3. Presbyterian
- 4. Episcopal
- 5. Church of God
- 6. Church of Christ
- 7. Catholic
- Pentecostal
- Other

Family Structure

- 1. Both Parents
- 2. Mother Only
- 3. Father Only
- 4. Grandparents
- 5. Other Relatives6. Anyone other than relatives
- 7. Lives alone
- 8. Mother-Step Father
- 9. Father-Step Mother

Income Eligibility

- 1. List A -- farm
- 2. List A--nonfarm
- 3. List B--farm
- 4. List B--nonfarm
 5. Family in public housing
- 6. Ramily on public assistance
- 7. Mismanagement

Course of Study

- 1. Technical
- 2. Commercial
- 3. Practical Nursing
- 4. Other terminal occupational programs
 5. Registered Nursing
- 6. Liberal Arts/Social Sciences
- 7. Education
- 8. Fine Arts
- 9. Religion/Theology
- 10. Business Admin./Economics
- 11. Engineering/Physical Science/ Math/Computer Science
- 12. Biological Science/Agriculture
- 13. Pre-Professional
- 14. Other
- 15. Not Known

Highest Previous Educational Level

- 1. K through 6
- 2... 7 through 9
- 3. 10 through 12
- 4. College or postsecondary

Circumstances of Leaving

- 1. Graduated from HS and participated in Upward Bound Bridge Summer
- 2. Graduated form HS and participated in other summer academic program
- 3. Graduated from HS and worked during bridge summer
- 4. Graduated from HS and did not participate in Bridge Summer
- 5. Dropped out of HS6. Left project for personal or family reasons
- 7. Financial problems
- 8. Health problems
- 9. Deceased
- 10. Disappeared
- 11. Project director's decision to drop from project
- 12. Moved from area

Financial Aid

- O. None
- 1. Work Study
- 2: Guaranteed Interest Loan
- 3. OBU Loan
- 4. NDSL
- 5. BEOG
- 6. OBU Employment
- 7. Scholarship or grant
- 8. V. A. Benefits

Name Parenthesis () denotes the married name of the student

High School Sizes

Amity 100-299 Gurdon 100-299 Carthage 100-299 Harmony Grove, Camden 100-299 Bearden 300-499 Chidester 300-499 Lake Hamilton 300-499 Malvern 500-999 Glenwood 300-499 Sparkman 100-299 Arkadelphia 500-999 Camden 500-999 Ouachita Co. 100-299

| Town | County | Code |
|---------------|------------|------------|
| Amity | Clark | 10 |
| Arkadelphia | Clark | 10 |
| Bearden | Ouachita | 52 |
| Camden | Ouachita | 52 |
| Chidester | Ouachita | \$2 52 |
| Eagle Mills | Ouachita | 52 |
| El Dorado | Union | 70 |
| Glenwood | Pike | 55 |
| Gurdon | Clark | 10 |
| Holly Springs | Dallas | 20 |
| Hot Springs | Garland | 26 |
| Lou Anne | Ouachita | 52 |
| Malvern | Hot Spring | 30 |
| Mt. Ida | Montgomery | 49 |
| Norman | Montgomery | 49 |
| Pearcy | Hot Spring | 30 |
| Perla | Hot Spring | 30 |
| Pine Bluff | Jefferson | 35 |
| Sparkman | Dallas | 20 |
| Wabbaseka | Jefferson | 3 5 |

| 4.1 1. | Birthdate | Date Ent. U.B. | Name | Race | Sex | Rac. Savres | Social Security Number | H.S. H.S. G.P.H GFA Size Code Ent. Learn | Readin Level & Readin Level lev | Fam. St | | Hours of ollege Work | County | Crowing Cooring |
|---------------------------------------|----------------|-------------------|---------------------|-------|------------------|-------------|---------------------------|---|--|------------|-------|-------------------------|--------------|-----------------|
| | 032754 | 0671 | ALEXANDER KAREN L | 1 | 2 | 11 | 0431043928 | 23571190 | 098091 | 502 | 20153 | | 49 | 06 |
| | 050553 | 0669 | ARMSTRONG CHARLES E | 2 | 1 | 11 | 0432029993 | 42993000 | 128 | 204 | 17154 | 0120 | 52 | 01 |
| | 091252 | 8660 | BADFAUX TEREAS M | 1 | 2 | 11 | 0431043862 | 22153000 | | 810 | 10153 | - | 10 | 04 |
| | 070455 | 0971 | BAKER OWEN L | 1 | 1 | 11 | | 32802570 | | 02 | 60153 | | 30 | 01 |
| | 110456 | 0973 | BAMBICO BILLY | 1 | 1 | 11 | 0429132698 | 30282000 | | 07 | 2 | | 52 | · _ · |
| · . | 072756 | 0673 | BARENTINE JO ANN | 1 | 2 | 11 | 0429115139 | 31983100 | | 1/1 | 20153 | .• | 55 | 06 |
| | 030255 | - ``067I | BARRETT LINDA | 1 | 2 | 11 , | | 30282480230 | 0071160 | 106 | 70153 | | 52 | 06 |
| | 061853 | 0171 | BARRETT BRENDA S | 1 | 2 | 11 | 0430040046 | 3028 | 088 | 106 | 10153 | | 52 | 0 3 |
| ı | 122955 | 0972 | BATES TOMMY | 1 | l | 11 | | 31981700 | | 807 | 2 | | 55 | |
| | 103154 | 0671 | BATES S LYNNE | 1 | 2 | 11 | 0429115510 | 2198 3530 | 130138 | 806 | 61104 | 0150 | 55 | 01 |
| | 110155 | 0972 | BAUMGARDNER JACKIE | 1 | 2 | 11 | 0429117373 | 22153440 | | 908 | 4 | | 10 | , |
| | 112154 | 0971 | BLACKMON PHYLLIS | 2 | 2 | 11 | 0430081886 | 43172690 | | 2 | 27074 | 0060 | 30 | 01 |
| | 111956 | 0973 | BOWERS BILLY | 2 | 1 | 11 | 0429134002 | 24721300 | | 03 | 4 . | | 20 | |
| | 081652 | 0669 | EOX FARRARA L | 2 | 2 | 11 | 043 2 987997 | 34113500 | 0.86 | 209 | 10104 | 0060 | 52 | 01 |
| | 081652 | 0669 | BOX BETTY E | 2 | 2 | 11 | 0432987998 | 34113500 | 09 2 | 209 | 10104 | 0060 | 52 | 01 |
| | 0208 57 | 0973 | BROWN SHIRLEY | 2 | 2 | 11 | 0429119555 | 31001200 | | 05 | 2 . | | 52 | |
| · · · · · · · · · · · · · · · · · · · | 111953 | 0667 | BRYANT BRENDA J | 1 | 2 | 11 | | 20083000 | 109 - | 506 - | 10064 | | 10 | 03 |
| | 021855 | 0971 | BRYANT TERRY L | 1 | 2 | 11 | 0429115100 | 3198 | | 0 2 | 20153 | | 55 | 06 |
| | 091552 | 0668 | BUCKLEY ELSIE M | 2. | 2 | 11 | • | 44033000 | | 209 | 11154 | | 10 | 01 |
| | 061657 | 0973 | BUCKNER RICHARD | 2 | 1 | 11 | 0432085121 | 43172380 | | 0.8 | | | 3 0 | |
| | 070156 | 0973 | BUTLER ESTER | . 1 | . 2 | 11 | 04.32135302 | 24722900 | | 06 | 1 | | 20 | |
| | 101953 | 0569 | BUTLER HELEN JEAN | · . 2 | 2 [,] . | 11 | 0430111383 . | 2472 | 070·. | 108 | 10034 | | 2 0 1 | 03 |
| | 073153 | 0669 | CALDWELL JAMES | 1 | 1 | . 11 | 0430081209 | 3198 | 130 | 805 | 10064 | | 55 | 03 |
| | | | | | | | • • | | | | | | | |